



# Insurance & Risk Manager



## THE COMMUNITY

Known as the “Capital of the Silicon Valley,” San José is the world’s leading center of innovation. With approximately one million residents, San José is the third largest city in California and the 10th largest city in the country. Encompassing 178 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city and one of the most diverse large cities in the United States. Although it was once an agrarian community, San Jose’s transformation into a technology center has led to the City housing the largest concentration of technology expertise in the world.

San Jose’s quality of life is unsurpassed. Located roughly 50 miles south of San Francisco, the

City enjoys an average of 300 days of sunshine a year. Those living and working in San José have access to the City’s many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit. San José has received accolades for its living and working climate from publications including *U.S. News & World Report*, *Business Week*, and *Money* magazines as well as other national media.

Fifteen public school districts and over 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in aerospace, international studies, math and science, radio and television, and more. Universities in and near the city include San José State University, Santa Clara University, Stanford University and two University of California campuses.

## CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. Ten full-time Council Members are elected by District on a non-partisan basis and serve overlapping four-year terms with a two-term limit. The Mayor is also a member of the City Council but is independently elected at-large and serves up to two four-year terms. Department heads are appointed by the City Manager with confirmation by the City Council. San José also actively engages residents through Council appointed Boards and Commissions. City operations are supported by 6,250 positions and a total budget of \$3.5 billion for the current 2017-18 fiscal year.

Extensive information regarding San José can be found on the City’s website at [www.sanjoseca.gov](http://www.sanjoseca.gov).

## THE FINANCE DEPARTMENT

San Jose’s Finance Department is responsible for providing core financial services including: banking and investments, debt management, revenue collections, accounting and financial reporting, procurement, and risk management. The Finance Department is focused on effectively managing the City’s financial resources and providing excellent service to the City, its residents and businesses, while building its capacity through the effective use of technology and the professional development of its people.

## THE POSITION

The Finance Department is recruiting for an Insurance & Risk Manager to plan, organize, coordinate, and execute a comprehensive risk management program with the objective of conserving human, financial, physical, and natural assets against the effects of loss. The successful candidate will recommend strategies for protecting the City against all financial exposures and risks. The position reports to the Deputy Director of Finance, Purchasing and Risk Management Division.

The Insurance & Risk Manager will be responsible for safeguarding City’s properties (with a replacement value at \$3.9 billion) and other assets through the selection of brokers and purchase of insurance to guard against catastrophic events, when the frequency of events cannot be predicted, the severity of potential loss could seriously hamper operations, and where the cost of the insurance policy is not prohibitive.

### Mission of the Finance Department

*To manage, protect, and report on the City of San Jose’s financial resources to enhance the City’s financial condition for our residents, businesses and investors.*





Annually, the City utilizes its insurance broker to review and analyze the City's insurance and coverage requirements, and obtain competitive insurance quotes. The Insurance & Risk Manager reviews the City's risk exposures with the City's insurance broker to analyze the City's needs, and present them to insurance carriers to obtain the most cost-effective insurance coverage. Insurance policies include:

- Property Insurance
- Airport Owners and Operators Liability including War Risk & Extended Perils Coverage
- Secondary Employment Law Enforcement Professional Liability
- Automobile Liability
- Airport Shuttle Bus-Physical Damage
- Police Aircraft Hull and Liability including War Risks & Extended Perils Coverage
- Crime Theft Coverage
- Fiduciary Liability Coverage

The Insurance & Risk Manager works with insurance carriers to facilitate property appraisals and risk engineering studies and with City Departments to implement property loss control recommendations from carriers. Other major functions include: contractual risk transfer of contracts with vendors and consultants through insurance requirements; subrogation to recover losses from damage to City's properties by third parties; coordination with the broker and the City Departments on the administration of owner controlled insurance programs, management of property and casualty insurance claims, budget planning, and management of public assistance recovery claims. The City's Worker Compensation program is managed by the Human Resources Department. The Insurance and Risk Manager also manages the City's procurement card program.

### Position Competencies

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history.

- **Job Expertise** - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- **Communication Skills** - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

- **Analytical Thinking** - Approaches a problem or situation by using a logical, systematic, sequential approach.
- **Collaboration** - Develops networks and builds alliances; engages in cross-functional activities.
- **Leadership** - Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- **Initiative** - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges;
- **Fiscal Management** - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- **Project Management** - Ensures support for projects and implements agency goals and strategic objectives.
- **Vision/Strategic Thinking** - Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences;

### MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in public or business administration, insurance, finance, risk management or a closely related field.
- Six (6) years of progressively responsible work experience in managing insurance and risk program preferably from a public agency, including two (2) years with supervisory and management authority over staff, and financial responsibility within the program area or division.
- Associate in Risk Management (ARM) certification or Chartered Property Casualty Underwriter (CPCU) certification.
- Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will NOT sponsor, represent or sign any documents related to visa applications/transfers for H1-B or any other type of visa which requires an employer application.
- *Desired qualification:* Experience with Owner Controlled Insurance Programs (OCIP) and disaster recovery claims.

## COMPENSATION & BENEFITS

The official classification title for this position is Risk Manager. The salary range for this position is \$101,911 - \$143,998. The actual salary will be dependent upon the qualification and experience of the individual selected. The salary is supplemented by an attractive benefits package that includes but is not limited to:

**Retirement** – Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option

**Health Insurance** – The City contributes 85% towards the premium for the lowest-priced plan. Several plan options are available

**Dental Insurance** – The City contributes 100% of the premium of the lowest-priced plan for dental coverage

**Personal Time Off** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of eight hours per month

**Holidays** – The City observes 14 paid days annually

**Deferred Compensation** – The City offers an optional 457 plan

**Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs

**Insurance** – The City provides a term life insurance policy equal to two times annual salary. Long-term disability and AD&D plans are optional

**Employee Assistance Program** – The City provides a comprehensive range of services through the EAP.

For more information on employee benefits, visit the City's benefits Website: <http://www.sanjoseca.gov/index.aspx?NED=707>.

## APPLICATION & SELECTION PROCESS

**The recruitment is open until filled** with the first applicant screening occurring after **March 5, 2018**. To be considered for this challenging and rewarding career opportunity, please immediately submit your cover letter, resume, and list of six work-related references (two supervisors, two direct reports and two colleagues) at this webpage - <https://secure.cpshr.us/escandidate/JobDetail?ID=311> . References will **not** be contacted early in the process and advance notice will be provided to you before they are contacted.

Resume should reflect years **and** months of positions held, as well as size of staff and budgets managed. Please contact Executive Recruiter, Teresa Webster, at [twebster@cpshr.us](mailto:twebster@cpshr.us) or (916) 471-3462 if you have any questions or would like to learn more about this position.

